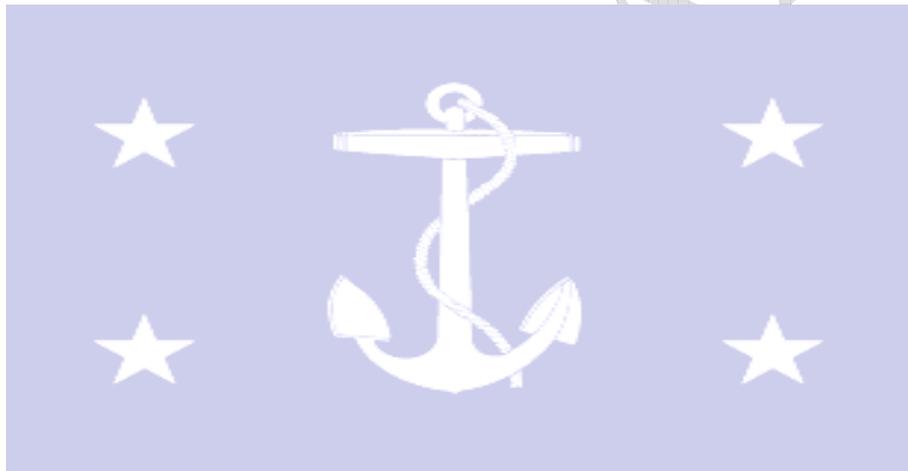## ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT AND ACQUISITION)

Department of the Navy
Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide

Director, Acquisition Career Management
December XX, 2006

TABLE OF CONTENTS

Chapter 1 Introduction

1.1   Welcome

This Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide provides guidance for:

1.1.1   Department of the Navy (DON) Acquisition, Technology, and Logistics (AT&L) Workforce members, i.e., people assigned to designated AT&L positions.

1.1.2   Individuals who would like to compete for AT&L positions.

1.1.3   Managers and supervisors.

1.1.4   Administrators of AT&L Workforce career management programs such as recruitment, selection, career development, retention, or strategic planning.

1.2   References

1.2.1   DOD Directive 5000.52, "Defense AT&L Workforce Education, Training, and Career Development Program" dated January 12, 2005.

1.2.2   DOD Instruction 5000.66, "Operation of the Defense AT&L Workforce Education, Training and Career Development Program" dated December 21, 2005.

1.2.3   DOD Operating Guide, "DOD – A Desk Guide for Acquisition, Technology, and Logistics Career Management" dated January 10, 2006.

1.2.4   Defense Federal Acquisition Regulation, Subpart 201.603, "Selection, Appointment, and Termination of Appointment" dated October 4, 2006.

1.3   DON Cancellations

1.3.1   SECNAVINST 5300.36, "DON Acquisition Workforce Program" dated May 31, 1995.

1.3.2   "DON Interim Guidance for the AT&L Workforce Education, Training and Career Management Program" dated October 11, 2005.

1.3.3   DON Director, Acquisition Career Management (DACM) Memo, "AT&L Certification and Continuous Learning Program for Naval Reserve Officers" dated July 22, 2004.

1.3.4   DACM Memo, "Guidance on Military Contingency Contracting Force Qualifications" dated July 14, 2003.

1.3.5   All other DON Acquisition Program guidance issued under the authority of SECNAVINST 5300.36 dated May 31, 1995.

1.4   Key Terms Used in This Guide

1.4.1   AT&L; Acquisition, Technology, and Logistics; and Acquisition are used interchangeably to describe the workforce covered by this guide.

1.4.2   Active Component refers to Active Duty military. Reserve Component refers to Selected Reserve military. Unless otherwise stated, this guidance applies to both.

1.4.3   DOD Components are the combined military components (Army, Navy, Marine Corps, and Air Force), and other DOD agencies and organizations.

1.4.4   AT&L Workforce refers to the civilian and military personnel assigned to designated AT&L positions.

1.4.5   For additional terms used in this Operating Guide, see Appendix A Glossary of Terms

1.4.6   For acronyms used in this Operating Guide, see Appendix B Acronyms.

1.5   Implementation

1.5.1   DON organizations with AT&L Workforce members must implement this Operating Guide within 120 days of the publication date.

1.5.2   This Operating Guide is published under the authority of DOD Instruction 5000.66 and the supplemental DOD Desk Guide. It is located on the DACM website at http://acquisition.navy.mil/navyaos/content/view/full/109.

Chapter 2 Background

2.1 Defense Acquisition Workforce Improvement Act (DAWIA) History

The AT&L Workforce Education, Training, and Career Development Program implements DAWIA (as codified in USC 10, Chapter 87). The program enhances the professional knowledge and capabilities of DOD personnel involved in development, acquisition, and sustainment of warfighting capabilities, systems, and services. It supports the DOD Components by uniformly establishing the structure, policies, and procedures to enable the AT&L Workforce to achieve and maintain the competencies required to serve successfully in AT&L positions.

The AT&L Workforce Education, Training, and Career Development Program operates under a philosophy of centralized DOD policies and guidance, and decentralized execution by the DOD Components. A summary of DAWIA history follows.

2.2 Legislative History

2.2.1   Fiscal Year (FY) 1991: Congress enacts the Defense Acquisition Workforce Improvement Act (DAWIA, Title 10, USC, Chapter 87).

2.2.2   FY 2001 National Defense Authorization Act (NDAA) amends DAWIA, revising the education requirements for 1102s and Contracting Officers with warrants above the simplified acquisition threshold, to require a baccalaureate degree and 24 semester hours in specified disciplines.

2.2.3   FY 2002 NDAA amends DAWIA, expanding the 1102 education requirements to members of the armed forces in equivalent occupational specialties and providing for limited exceptions, to include exceptions for the contingency contracting force and for individuals in developmental positions. The law also establishes alternative minimum education requirements for the contingency contracting force and provides authority to establish developmental programs.

2.2.4   FY 2004 NDAA amends DAWIA, providing a number of flexibilities to enable DOD to more effectively develop and manage the AT&L Workforce.

2.2.5   FY 2005 NDAA amends DAWIA, changing Acquisition Corps membership requirements and providing flexibility in the designation of civilian Critical Acquisition Positions (CAPs).

Chapter 3 Program Focal Points

3.1   Section Overview

This section provides DON DAWIA AT&L Workforce Career Management focal points. Questions regarding DON policy, operations, and AT&L career management should be directed to command focal points.

3.2   Command Focal Points

Commands with AT&L Workforce members designate focal points for DAWIA program execution. Contact information for Echelon I and II command focal points can be found on the DACM website at http://www.acquisition.navy.mil/navyaos/content/view/full/4353.

Echelon III and IV commands should work through their Echelon II focal points to address DAWIA issues and questions. AT&L Workforce members should seek assistance within their command before contacting other sources.

3.3   Register-Now Help Desk

The Register-Now Help Desk provides assistance with Register-Now system issues and provides support on matters that cannot be resolved by command focal points.

3.3.1   Personnel within Echelon III and IV commands should work through their Echelon II focal point before contacting the Register-Now Help Desk.

3.3.2   Contact information for the Register-Now Help Desk can be found on the DACM website at http://www.acquisition.navy.mil/navyaos/content/view/full/4481.

Chapter 4 Responsibilities and Authorities

4.1   DOD AT&L Workforce Senior Steering Board (SSB)

The SSB, chaired by the USD(AT&L), oversees the execution of the AT&L Workforce Education, Training, and Career Development Program. The SSB ensures uniform program execution across DOD. Membership includes:

4.1.1   Component Acquisition Executives (CAEs) of the Military Departments.

4.1.2   Representatives designated by the CAEs outside the Military Departments.

4.1.3   Functional Advisors (FAs).

4.1.4   President, DAU (serves as the SSB Executive Secretary).

4.1.5   Others as the USD(AT&L) considers appropriate, such as:

4.1.5.1   Deputy Under Secretary of Defense for Civilian Personnel Policy.

4.1.5.2   Deputy Under Secretary of Defense for Military Personnel Policy.

4.1.5.3   Defense Acquisition Board Advisors not otherwise represented.

4.1.5.4   Comptroller.

4.2   DOD AT&L Workforce Management Group (WMG)

The WMG, chaired by the President of DAU, provides advice and recommendations to the SSB, guides and supports program initiatives and policies, and develops performance measures. Membership includes the DACMs, FA representatives, and DAU representatives.

4.3   DOD Functional Advisors (FAs)

USD(AT&L) appoints FAs to serve as senior subject-matter experts for their acquisition functional areas. FAs establish position category descriptions; education, training, and experience requirements; career field competency standards; certification standards; and course content requirements.

4.4   DOD Functional Integrated Product Teams (FIPTs)

Each FA charters a FIPT to provide advice and support, and appoints a representative to serve as the chair. FIPT membership includes Component, DAU, and other representatives as needed.

4.5 Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RDA))

The ASN(RDA), as the Service Acquisition Executive (SAE), also called the Component Acquisition Executive (CAE), is responsible for the AT&L Workforce Education, Training, and Career Development Program within DON. The ASN(RDA) retains the authority to:

4.5.1 Designate Key Leadership Positions (KLPs) and ASN(RDA) Special Interest Positions.

4.5.2 Approve selections for PEO, DRPM, ACAT I and II PM positions.

4.5.3 Set KLP tenure requirements.

4.5.4 Grant KLP and ASN(RDA) Special Interest Position waivers.

4.6 Deputy Assistant Secretary of the Navy (Manpower and Budget) (DASN(M&B))

The DASN(M&B) provides broad executive oversight for the DON AT&L Workforce Career Management Program, ensuring that it meets the overarching needs of the Navy/Marine Corps team, and serves as the senior DON representative on AT&L Workforce matters.

4.7 DON Director, Acquisition Career Management (DACM)

The DON DACM develops policy and carries out the program for the ASN(RDA) and DASN(M&B). The DACM:

4.7.1 Oversees the DON AT&L Workforce Career Management Program, including AT&L position accountability, e.g., position identification and validation, ASN(RDA) Special Interest Assignments, etc.

4.7.2 Provides broad policy guidance on training matters associated with DAWIA implementation, including DAU training and the Continuous Learning Program.

4.7.3 Oversees the Naval Acquisition Intern Program.

4.7.4 Oversees the Acquisition Workforce Tuition Assistance Program.

4.7.5 Establishes programs to provide career development opportunities for the AT&L Workforce.

4.7.6 Oversees Register-Now and the DACM Management Information System to support workforce management, performance measures, and reporting requirements.

4.7.7 In conjunction with Community Leaders, establishes forums, e.g., boards or working groups, and designates senior level representatives to

advise on matters that affect the education, training, and career development of the AT&L Workforce.

4.7.8   Grants career field certification to Flag Officers, General Officers, and Senior Executive Service (SES) members.

4.7.9   Grants Acquisition Corps membership to Flag Officers, General Officers, and SES members.

4.7.10   Grants position waivers for Flag Officer, General Officer, and SES assignments to CAPs (non-KLPs).

4.7.11   Grants position waivers for Senior Contracting Officials (SCOs).

4.7.12   Grants CAP tenure waivers except for KLPs and ASN(RDA) Special Interest Positions.

4.8   Naval Acquisition Career Center (NACC)

Executes elements of the DON AT&L Workforce Career Management Program under the direction of the DACM including:

4.8.1   DON Defense Acquisition University (DAU) training program.

4.8.2   DON Continuous Learning Program

4.8.3   DON centrally funded Acquisition Training.

4.8.4   Acquisition Workforce Tuition Assistance Program

4.8.5   Naval Acquisition Intern Program.

4.8.6   DACM Management Information System to support workforce management, performance measures, and reporting requirements.

4.9   DON Community Leaders

DON Community Leaders, appointed by the Office of Civilian Human Resources, serve as senior subject-matter experts for their communities. When the community includes AT&L Workforce members, the Community Leader, in coordination with the DACM, must establish an appropriate forum such as a working group or board, led by an SES or Flag/General Officer, to perform the following:

4.9.1   Advise the DACM on matters that affect the education, training, and career development of the AT&L Workforce in the following communities:

        4.9.1.1   Business, Cost Estimating and Financial Management.

        4.9.1.2   Contracting and Purchasing.

        4.9.1.3   Facilities Engineering.

        4.9.1.4   Industrial/Contract Property Management.

        4.9.1.5   Information Technology.

4.9.1.6   Life Cycle Logistics.

4.9.1.7   Production, Quality and Manufacturing.

4.9.1.8   Program Management.

4.9.1.9   Systems and Engineering.

4.9.1.10   Test and Evaluation.

4.9.2   Represent the DON on DOD Functional Advisor Integrated Process Teams.

4.9.3   Ensure that DAWIA certification training, education, and experience standards meet the needs of the DON AT&L Workforce.

4.9.4   Establish and maintain career development paths, including Master Development Plans, for their communities.

4.9.5   Identify career development needs for their assigned AT&L communities.

4.10   Heads of Echelon I and II Organizations

4.10.1   Heads of Echelon I and II organizations with AT&L Workforce members must implement a management structure to oversee and execute the DAWIA program. [Appendix C DAWIA Management Structure for Echelon I and II Commands](#) provides guidance.

4.10.2   Heads of Echelon I and II organizations shall:

4.10.2.1   Designate an organization to integrate DAWIA program activities and ensure consistent program execution.

4.10.2.2   Appoint a DAWIA Program Executive, DAWIA Program Director, DAWIA Program Manager(s), and DAWIA representatives within their headquarters and field activities to oversee and manage program operations.

4.10.2.3   Incorporate the AT&L Workforce as an assessable unit of the echelon management control program.

4.10.2.4   Designate military and civilian AT&L positions and assign individuals to those positions in accordance with the provisions of this Operating Guide.

4.10.2.5   Validate AT&L position designations annually and prior to recruitment, during reorganizations, or when the duties and responsibilities of the position change.

4.10.2.6   Include position validation as an assessable unit and statement of assurance in management control plans. Position reviews must be documented in the annual statement of assurance.

4.10.2.7 Certify civilian AT&L Workforce members and Navy military, except for Flag Officers and SES.

4.10.2.8 Grant Acquisition Corps membership to civilians, except for SES.

4.10.2.9 Request or grant and manage position waivers as provided in Appendix D Position & Tenure Waivers.

4.11 Commandant of the Marine Corps (CMC)

In addition to authorities identified in 4.9 above, approves career field certifications and Acquisition Corps memberships for Marine Corps military, except for General Officers. This authority may be redelegated.

4.12 DON Senior Contracting Officials (SCOs)

DON SCOs for each contracting activity, including the Naval Field Contracting System, as defined by the Defense FAR Supplement (DFARS), Subpart 202.1, are delegated the following authorities which may not be redelegated:

4.12.1 Grant GS-1102 waivers for assignment to GS-1102 positions (and comparable military).

4.12.2 Grant waivers for warrants above the Simplified Acquisition Threshold (SAT) that are issued under their authority.

4.13 Navy Personnel Command, Professional Acquisition Workforce Management Branch (PERS-447)

4.13.1 Serves as the focal point for Active Component Navy Officer acquisition career management issues.

4.13.2 Provides acquisition career counseling for Active Component Navy Officers.

4.13.3 Oversees Acquisition Corps Selection/Acquisition Corps Eligible Board matters for both the Active and Reserve Components.

4.13.4 Oversees Active Component Navy Officer certifications to ensure accuracy and to ensure Navy-wide consistency in crediting experience.

4.13.5 Ensures statutory and regulatory acquisition requirements are met for Active Component Navy Officers.

4.13.6 Endorses and processes position and tenure waivers for Active Component Navy Officers.

4.13.7 Enters certifications and Acquisition Corps memberships into official personnel systems for Active Component Navy Officers.

Chapter 5 AT&L Position Designation

5.1   Overview

The designation and coding of AT&L positions form the framework for the AT&L Workforce Education, Training and Career Development Program. Identification of AT&L positions in manpower and personnel systems ensures that the incumbents receive the education, training, and experience needed for acquisition certification and Acquisition Corps membership and that they remain competitive for selection to positions of increased responsibility.

5.2   AT&L Position Locations

5.2.1   Typically, AT&L positions are located within organizations that have a major acquisition mission such as Systems Commands and Acquisition Program Offices. They may also be located in other organizations that have significant acquisition functions.

5.2.2   AT&L positions may be found in management headquarters, management support organizations and other organizations that are tied directly to acquisition and life cycle management processes.

5.3   Positions Required to be AT&L Designated

Regardless of location, the following positions must be designated as AT&L positions:

5.3.1   Civilian occupational series 1102, 1103, and 1105 positions and comparable military positions.

5.3.2   Positions that require the incumbent to hold a warrant above the Simplified Acquisition Threshold.

5.4   Positions Excluded from AT&L Designation

Regardless of location, the following positions may not be designated as AT&L positions:

5.4.1   Wage Grade positions.

5.4.2   Non-appropriated funded positions.

5.4.3   Clerical positions, including civilian 1106 series and comparable military.

5.4.4   Enlisted positions below the grade of E-6 if designated in a career field other Contracting.

5.4.5   Enlisted positions below the grade of E-4 if designated in Contracting.

5.4.6   Budget & Engineering Technician positions (GS-0561, 0802, 0817, 0856, 0895).

5.4.7   Foreign National positions.

5.4.8   Executive Level positions (presidential appointees—not to be confused with the Senior Executive Service positions).

5.4.9   Non-managerial positions that are primarily involved in basic research and applied research/exploratory development programs, e.g., bench scientists at Navy laboratories.

5.5   Steps in Designating Acquisition Positions

The following process should be used to designate AT&L positions:

Step 1 - Determine if the Position Falls within the Acquisition Definition

Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DOD needs, intended for use in, or in support of, military missions.

- If the duties and responsibilities of the position substantially fall within the acquisition definition, move on to Step 2.

- If they do not, the position is not considered acquisition and should not be designated.

Step 2 - Assess Duties

- As a general rule, at least 50% of the duties and responsibilities associated with the position must be acquisition related and clearly map to one of the AT&L Position Categories used within the DON. See Appendix E AT&L Position Categories for a listing of the AT&L Position Categories used within DON.

- AT&L Position Category Descriptions (PCDs) can be found in the DAU Catalog at http://www.dau.mil/workforce/pcds.asp.

Step 3 - Determine the AT&L Position Category

- Once the duties have been assessed, select the Position Category that best fits the preponderance of acquisition duties in the position. Only one Position Category can be assigned to a position.

- Additional guidance for selecting a Position Category:

  o Civilian 1102 series and comparable military positions must be designated in Contracting.

  o Positions that require a warrant above the Simplified Acquisition Threshold must be designated in Contracting.

  o Senior Contracting Official positions must be designated in Contracting.

  o Civilian 1103 series and comparable military positions are typically designated in Industrial/Contract Property Management.

- Civilian 1105 series and comparable military positions must be designated in Purchasing.

- Acquisition positions that are given the specific duties or titles of Program Manager (PM), Deputy PM (DPM), and Program Executive Officer (PEO) must be designated in Program Management.

- Business, Cost Estimating, and Financial Management positions may only be designated when they are located in acquisition program offices or organizations that are matrixed to acquisition program offices.

- Additional guidance may be provided under separate cover.

Step 4 - Determine AT&L Career Field Certification Requirement

- Assign an appropriate certification level (I, II, or III).

- Certification levels are based on DON certification guidelines in Chapter 6 Certification and Appendix F Required Certification Levels.

Step 5 - Determine if the AT&L Position is a CAP

CAPs are addressed in Chapter 7 Critical Acquisition Positions (CAPs).

Step 6 - Determine if the CAP is a Key Leadership Position (KLP)

KLPs are addressed in Chapter 8 Key Leadership Positions.

Step 7 - Determine if the AT&L Position has Special Statutory Requirements

Statutory Requirements are addressed in Chapter 9 AT&L Position Requirements.

Step 8 - Document the AT&L Position in the Appropriate Data System

- A position is not officially designated as an AT&L Position until it is coded as such in the appropriate data/manpower system.

- Typically, civilian or military human resources/manpower offices, using information provided by officials authorized to designate AT&L positions, will code AT&L position information into appropriate data/manpower systems. These systems are:

  - For civilians: Defense Civilian Personnel Data System (DCPDS).

  - For Marine Corps Officers and Enlisted: Acquisition Workforce System of Management (AWSOM) & Training and Information Management System (TIMS).

  - For Navy Officers: Total Force Manpower Management System (TFMMS).

  - For Navy Enlisted: DACM Management Information System (DACM MIS). Email the following position information (and any subsequent changes) to the DACM Desk at dacm.desk.fct@navy.mil:

    - Organization.
    - Location.

- UIC (Unit Identification Code).
- Billet Sequence Code.
- Position Category and Level.
- Incumbent's name, grade level, date assigned to the billet.

5.6   Position Review and Validation

5.6.1   Review and validate AT&L position designations annually and prior to recruitment, during reorganizations, or when the duties and responsibilities of the position change.

5.6.2   Include position validation as an assessable unit and statement of assurance in management control plans. Position reviews must be documented in the annual statement of assurance.

Chapter 6 Certification

6.1   Overview

All AT&L positions have a certification requirement. The certification requirement is determined by the position category and certification level assigned to the acquisition position based on the AT&L Workforce member's duties, responsibilities, and authorities. This chapter provides guidance on certification requirements and the process for obtaining certification.

6.2   Certification Standards

DOD publishes the certification standards annually in the DAU catalog at http://www.dau.mil/catalog/Appendix_B.pdf. These standards identify education, training, and experience requirements for three levels of certification.

6.3   Certification Levels

6.3.1   Level I (Basic or Entry Level).

6.3.2   Level II (Intermediate Level).

6.3.3   Level III (Advanced Level).

6.4   Education

6.4.1   Some career fields require a degree.

6.4.2   Some career fields require 24 semester hours in business-related disciplines.

6.4.3   Chapter 15 Education provides guidance on meeting education requirements.

6.5   Training

6.5.1   All career fields have mandatory DAU training requirements.

6.5.2   Credit for completing a DAU course can be obtained by:

6.5.2.1   Completing the DAU course (classroom or web-based distance learning).

6.5.2.2   Completing a DAU-approved equivalent course (http://www.dau.mil/learning/appg.aspx).

6.5.2.3   Fulfilling a DAU course (http://www.dau.mil/workforce/pdf/Fulfillment.pdf).

6.5.3   DAU course prerequisites must be met.

6.5.4   Register for DAU training using Register-Now at www.register-now.cms.navy.mil.

6.5.5 [Chapter 16 Training](#) provides guidance on meeting training requirements.

6.6 Experience

6.6.1 All career fields have mandatory experience requirements.

6.6.2 General acquisition experience includes experience in any acquisition career field. Specialized experience includes experience in specifically identified career fields.

6.6.3 Experience can be gained in any position as long as it includes acquisition duties and responsibilities as defined in the Position Category Descriptions (PCDs). PCDs can be found in the DAU Catalog at http://www.dau.mil/workforce/pcds.asp.

6.6.4 [Chapter 17 Experience](#) provides additional guidance on meeting experience requirements, including the process for approving an individual's experience prior to applying for certification.

6.7 Certification Requirement (Primary Career Field)

6.7.1 The position requirements and certification level associated with the position encumbered by the workforce member determine the member's "Primary Career Field certification requirement." [Appendix F Required Certification Levels](#) provides guidance on required certification levels.

6.7.2 Once an acquisition workforce member is certified, he or she remains certified even if the certification requirements change.

6.7.3 Primary Certification Timeframe:

    6.7.3.1 The AT&L Workforce member must meet the certification requirements within 24 months of assignment.

    6.7.3.2 Changes to certification standards do not start a new 24-month period.

    6.7.3.3 Changes to a position's certification requirement, i.e., a change to the position category or level, starts a new 24-month period.

6.7.4 In addition to the above, Reserve Component Officers should

    6.7.4.1 Meet the education and experience requirements of their AT&L positions prior to assignment.

    6.7.4.2 Credit towards certification experience accrued on individual Reserve assignments of 120 days or longer.

    6.7.4.3 Credit towards certification experience accrued in public/private sector positions when the duties and responsibilities match the career field (i.e., the Position Category Description) for which certification is being requested.

6.7.5 AT&L Workforce members who require Level II or Level III certification do not have to meet the certification standards for lower levels. However, all course prerequisites must be met.

6.8 Subsidiary Career Field Certification

6.8.1 Certification in a career field other than the individual's primary AT&L career field is called a subsidiary career field certification.

6.8.2 AT&L Workforce members are encouraged to build cross-functional competencies. Cross-functional competencies should build upon competencies in the primary career field and relate to the individual's acquisition assignment.

6.8.3 Subsidiary Program Management certification is highly recommended for AT&L Workforce members assigned to Program Executive Offices or Program Offices when the primary career field is Systems Engineering, Life Cycle Logistics; or Production, Quality, and Manufacturing.

6.8.4 Subsidiary certification begins at Level I regardless of the individual's duties and responsibilities, grade/pay band, or rank.

6.8.5 In general, individuals should meet primary certification requirements before pursuing subsidiary certifications.

6.8.6 Unlike primary career field certifications, there are no timeframes associated with subsidiary career field certifications.

6.9 Reciprocity

AT&L Career Field Certification is reciprocal among the DOD Components. This means that DON certifications are recognized by other Defense Components.

6.10 Certification Application and Approval Procedures (Except Flag Officers, General Officers, and Senior Executive Service)

6.10.1 Prior to applying for primary or subsidiary certification, an individual's experience must be approved in accordance with the guidance provided in Chapter 17 Experience.

6.10.2 Individuals assigned to designated AT&L positions: Apply on line using Register-Now at www.register-now.cms.navy.mil.

6.10.3 Active Component Military Officers not currently assigned to designated AT&L positions: Apply in writing using the certification checklist in the DAU Catalog, Appendix B at http://www.dau.mil/catalog/Appendix_B.pdf. Applications must address all mandatory education, training, and experience requirements for the career field level. More detailed application guidelines are provided on the DACM website at http://www.acquisition.navy.mil/navyaos/content/view/full/4294.

6.10.3.1   Navy Officers apply to PERS 447.

6.10.3.2   Marine Corps Officers apply to the Commanding General, Marine Corps Systems Command.

6.10.4   Two levels (maximum three levels) of review are required to grant AT&L Workforce certifications. In a two-level process, the first level is the reviewing official and the second level is the approving official.

6.11 Certification Application and Approval Procedures for Flag Officers, General Officers, and Senior Executive Service

6.11.1 Apply to the DACM using the certification checklist in the DAU Catalog, Appendix B at http://www.dau.mil/catalog/Appendix_B.pdf. Applicants should address all mandatory education, training, and experience requirements for the career field level.

6.11.2 Applications may be sent via email: dacm.desk.fct@navy.mil, or mailed to: DACM, ASN(RDA), 1000 Navy Pentagon, Washington, D.C. 20350-1000.

6.12 Waivers

An individual cannot be certified through a waiver. However, if the individual is not certified at the end of the 24-month period, a waiver may be granted to allow that individual to remain in the position for a specific period without being certified. Waivers are addressed in Chapter 12 Waivers and Appendix D Position & Tenure Waivers.

Chapter 7 Critical Acquisition Positions (CAPs)

7.1 Overview

CAPs are senior AT&L positions with significant responsibility, primarily involving supervisory or management duties, in the acquisition system. A new subset of CAPs, called Key Leadership Positions (KLPs), has been established. This new subset identifies positions that require special ASN(RDA) and USD(AT&L) attention with regard to qualifications, accountability, and tenure. The following provides guidance on CAPs that are not KLPs. Chapter 8 Key Leadership Positions provides KLP guidance.

7.2 CAP Designation

7.2.1   The following must be designated as CAPs:

7.2.1.1   Active Component Navy and Marine Corps positions that must be filled by officers in the rank of Commander or Lieutenant Colonel or above.

7.2.1.2   Program Executive Officers (PEOs), Deputy PEOs, and PEO Executive Directors.

7.2.1.3   ACAT I Program Managers (PMs), Deputy PMs (DPMs), Assistant PMs, and Integrated Process Team (IPT) Leaders.

7.2.1.4   ACAT II PMs, DPMs, Assistant PMs, and IPT Leaders.

7.2.1.5   PMs and DPMs where the PM is a direct report to a PEO.

7.2.1.6   Senior Contracting Officials.

7.2.1.7   Senior Executive Service positions.

7.2.1.8   Acquisition Competency or Functional Leaders and Technical Leaders.

7.2.1.9   Other positions of leadership with direct responsibility for, and direct influence on, the success of an acquisition program, effort, or function.

7.2.2   The organization ensures the CAP designation for AT&L billets is coded into appropriate civilian or military human resources/manpower systems.

7.3 CAP Requirements

7.3.1   Acquisition Corps Membership. Upon selection to a CAP, the selectee must be a member of the Acquisition Corps, become a member, or obtain a position waiver. Acquisition Corps requirements and membership criteria are described in Chapter 11 Defense Acquisition Corps and Appendix G Acquisition Corps Membership Criteria.

7.3.2 Special Statutory Requirements. Some CAPs have Special Statutory Requirements (see Appendix H Special Statutory Requirements for AT&L Positions) and individuals must meet all criteria that apply, or obtain a position waiver, upon assignment with the following exception: Acquisition Corps members may be assigned to the CAP for up to 6 months without a waiver.

7.3.3 Certification. All CAPs require Level III certification in the career field associated with the CAP within 24 months of the individual's assignment (see Chapter 6 Certification).

7.3.4 Tenure Obligation

7.3.4.1 Civilians and Marine Corps Officers: Persons selected for CAPs (non-KLP) must sign an agreement to remain in the CAP for a minimum of three years. The assigning organization is responsible for ensuring the agreement is executed and for maintaining the agreement. DD Form 2888, Critical Acquisition Position Service Agreement is used to document the tenure agreement.

7.3.4.2 Navy Officers: The orders to a CAP (non-KLP) include the 3-year tenure requirement.

7.4 CAP Assignments

See Chapter 13 Assignments to AT&L Positions Other than ASN(RDA) Special Interest Positions.

7.5 CAP (non-KLP) Rotation

Rotation upon completion of the tenure obligation is encouraged, but not required.

7.6 CAP Position and Tenure Waivers (non-KLP)

7.6.1 A DD2905, Acquisition, Technology, And Logistics Workforce Position Requirements or Tenure Waiver (http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2905.pdf) is required when an individual:

7.6.1.1 Does not meet CAP requirements.

7.6.1.2 Does not complete the three-year tenure requirement, except in the case of an "acceptable deviation."

7.6.2 A tenure waiver is not required for "acceptable deviations" which include:

7.6.2.1 Promotion.

7.6.2.2 Reassignment to/from a command/command equivalent position.

7.6.2.3 Separation.

7.6.2.4 Retirement.

7.6.2.5 Removal for cause.

7.6.2.6 Reduction-in-force.

7.6.2.7 Mobilization.

7.6.2.8 Assignment to military theater/zone of operation.

7.6.2.9 Elimination of position.

7.6.2.10 Reassignment due to program cancellation, merger, or organizational realignment.

7.6.3 See Chapter 12 Waivers and Appendix D Position & Tenure Waivers for additional waiver information.

Chapter 8 Key Leadership Positions

8.1   Overview

Key Leadership Positions (KLPs) are a subset of Critical Acquisition Positions (CAPs). KLPs include positions that require special ASN(RDA) and USD(AT&L) attention with regard to qualifications, accountability, and tenure. In general, KLPs have significant leadership responsibilities and these positions are encumbered by civilians or Active Component military personnel who have the potential to serve in the most demanding AT&L positions.

8.2   KLP Designation

8.2.1   KLPs are designated by the ASN(RDA) and approved by the USD(AT&L).

8.2.2   The DACM manages the KLP designation process and submits a listing of DON KLPs, via the ASN(RDA), to the USD(AT&L) annually.

8.2.3   The following positions must be designated as DON KLPs:

8.2.3.1   Program Executive Officers (PEOs).

8.2.3.2   Direct Reporting Program Managers (DRPMs) and Deputy Direct Reporting Program Managers (DDRPMs).

8.2.3.3   Program Managers (PMs), and the Deputy Program Manager (DPM) for Major Defense Acquisition (ACAT I) Programs and Major Acquisition Information Systems (MAIS) where the PM reports directly to a PEO.

8.2.3.4   PMs of Significant Non-Major (ACAT II) Programs, including MAIS where the PM reports directly to a PEO.

8.2.3.5   Senior Contracting Officials.

8.2.4   Commands may request KLP designation of additional leadership positions (GS-15 and above or equivalent or Active Component 0-6 and above). Candidate positions include duties and responsibilities leading to attainment of competencies commonly found in SES, Flag Officer, or General Officer billets. Generally, the incumbent serves as a mentor to peers and subordinates and has direct responsibility for, and direct influence on, the success of an acquisition program, acquisition system, or major technical area of responsibility. Consider:

8.2.4.1   Selected Flag Officer, General Officer, and Senior Executive Service positions.

8.2.4.2   Senior Competency or Functional Leaders assigned or matrixed to an ACAT I or II Program Office (e.g., senior Logistician, senior Systems Engineer, etc.).

8.2.4.3   Senior technical leaders assigned to laboratories, warfare centers or research centers.

8.3   Tenure

Persons assigned to KLPs are required to remain in the position for a tenure period established by the ASN(RDA) and must execute a tenure agreement, called a CAP Service Agreement—KLP.

8.3.1   Generally, the tenure period for ACAT I PMs and DPMs is through the completion of the first major milestone closest to four years – or four years if all major milestones have been met. For other KLPs, the normal tenure requirement is a minimum of three years.

8.3.2   The tenure requirement will be identified as part of the assignment approval process.

8.3.3   The assigning organization is responsible for ensuring the agreement is executed and for maintaining the agreement. DD2889, Critical Acquisition Position Service Agreement Key Leadership Position (KLP) at http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2889.pdf is used to document the KLP tenure agreement.

8.4   KLP Selection and Assignment Procedures

See Chapter 13 Assignment to AT&L Positions Other than ASN(RDA) Special Interest Positions and Chapter 14 Assignments to ASN(RDA) Special Interest Positions.

8.5   KLP Rotation

Rotation upon completion of the tenure obligation is required. Exceptions to the rotation requirement may be submitted to the DACM for approval.

8.6   Waivers

8.6.1   A DD2905, Acquisition, Technology, And Logistics Workforce Position Requirements or Tenure Waiver is required when an individuals does not meet KLP requirements or complete the KLP tenure. It can be found at http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2905.pdf.

8.6.2   Unlike CAPs that are not KLPs, there are no acceptable deviations which do not require waivers.

8.6.3   See Chapter 12 Waivers and Appendix D Position & Tenure Waivers for additional waiver information.

Chapter 9 AT&L Position Requirements

9.1   Overview

All AT&L positions have associated position requirements.

9.2   Statutory Position Requirements

    9.2.1   See [Appendix H Special Statutory Requirements for AT&L Positions](#).

    9.2.2   [Chapter 10 Contracting Positions](#) provides statutory requirements for individuals assigned to Contracting positions.

9.3   General Position Requirements

See [Appendix I AT&L Position Requirements](#).

Chapter 10 Contracting Positions

10.1 Overview

This chapter provides guidance on requirements for individuals in Contracting positions.

10.2 Contracting Position Requirements

10.2.1   The following Contracting positions have Special Statutory Requirements that must be met or waived upon assignment to the position:

10.2.1.1   Civilian 1102 series and similar military positions.

10.2.1.2   Contracting Officer positions that award or administer contracts above the Simplified Acquisition Threshold (SAT).

10.2.2   Contracting Special Statutory Requirements and exceptions to those requirements are addressed in the Defense Federal Acquisition Regulation, Subpart 201.603, Selection, Appointment, and Termination of Appointment at http://www.acq.osd.mil/dpap/dars/dfars/html/current/201_6.htm#201.603 and in this Operating Guide at Appendix H Special Statutory Requirements for AT&L Positions.

10.3 Contingency Contracting Force (CCF)

The Contingency Contracting Force consists of Navy and Marine Corps military personnel who may deploy for contingency operations and other operations, such as humanitarian assistance or disaster relief, to provide contracting support.

10.4 CCF Identification

10.4.1   Navy Officers who are certified at Level II or III in the Contracting Career Field.

10.4.2   Marine Corps Enlisted who are certified at Level I or higher in the Contracting Career Field.

10.5 CCF Requirements

10.5.1   Navy Officer CCF members must be certified at Level II or III in Contracting.

10.5.2   Marine Corps Enlisted CCF members must be certified at Level I in Contracting.

10.5.3   Some CCF assignments require assignment specific training that must be completed prior to deployment:

10.5.3.1   DON-sponsored Purchase Card Training.

10.5.3.2   CON 234, Contingency Contracting.

10.5.3.3   CON 237 Simplified Acquisition Procedures.

10.5.4   CCF members deploying with a Contracting Officer's warrant above the SAT must meet the qualification requirements identified for Contracting Officers.

Chapter 11 Defense Acquisition Corps

11.1   Overview

The purpose of the Acquisition Corps is to create a pool of highly qualified AT&L personnel to fill Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs).

11.1.1   Acquisition Corps Membership, or a position waiver, is required for assignment to CAPs and KLPs.

11.1.2   DODD 5000.52 consolidated the separate DOD component acquisition corps into a single Defense Acquisition Corps.

11.1.3   As a result of the consolidation, the name of the DON Acquisition Professional Community (APC) changed to Acquisition Corps.

11.1.4   All APC members, including those who were waived into the APC, are members of the single Acquisition Corps.

11.1.5   New entrants must meet current Acquisition Corps requirements.

11.2   Acquisition Corps Membership Criteria

11.2.1   See Appendix G Acquisition Corps Membership Criteria which describes required education, training, and experience.

11.2.2   Chapter 15 Education provides guidance for meeting and assessing education requirements.

11.2.3   Chapter 16 Training provides guidance for meeting and assessing training requirements.

11.2.4   Chapter 17 Experience provides guidance for meeting and assessing experience requirements.

11.3   Acquisition Corps Application Process

11.3.1   **Flag, General Officers, and SES**: Mail or email applications to the DACM at dacm.desk.fct@navy.mil. Applications must address all Acquisition Corps education, training, and experience requirements identified in Appendix G Acquisition Corps Membership Criteria.

11.3.2   **Civilians and Marine Corps Military Officers, except for SES and General Officers**: Apply online using Register-Now at www.register-now.cms.navy.mil.

11.3.3   **Active and Reserve Component Navy Officers, except for Flag Officers**: An administrative board, comprised of Acquisition Corps members, screens and selects Navy Officers for membership in the Acquisition Corps or as Acquisition Corps Eligibles.

11.3.3.1   Acquisition Corps Eligibles do not meet all Acquisition Corps membership requirements but have significant potential for assignment to future Critical Acquisition Positions.

11.3.3.2 Acquisition Corps Eligibles are expected to meet Acquisition Corps membership requirements within three years of selection.

11.3.3.3 Individuals selected as Acquisition Corps Eligible are not members of the Acquisition Corps. However, when all requirements are met, membership will be granted. Active Component Officers may apply to PERS 447 for membership. Reserve Component Officers apply to their designated Reserve Community point of contact.

11.3.4 **Civilians and Marine Corps military, not in the AT&L positions, but tentatively selected for CAPs**: Apply in writing and address the Acquisition Corps membership requirements identified in Appendix G_Acquisition Corps Membership Criteria. Submit completed application to approving official via the chain of command.

11.3.4.1 Civilians: Provide application as directed by Human Resources officials (SES applications must be submitted to the DACM for approval).

11.3.4.2 Marine Corps Officers: Send applications to the Commanding General, Marine Corps Systems Command.

11.3.4.3 Once the individual enters on duty, scan and forward the approved application via email to the Register-Now help desk at mailto:dawiacert.help@navy.mil.

11.4 Reciprocity

Acquisition Corps membership in any DOD Component is recognized by all DOD Components.

11.5 Waivers

11.6.1 There are no waivers into the Acquisition Corps. Individuals must meet DoD Acquisition Corps requirements to become a member.

11.6.2 A waiver must be granted to assign a person who is not an Acquisition Corps member to a Critical Acquisition or Key Leadership Position. This waiver is position-specific and does not carry over to subsequent assignments or to future incumbents of the position. Use DD2905, Acquisition, Technology, And Logistics Workforce Position Requirements or Tenure Waiver (http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2905.pdf) to process waivers.

11.6.3 See Chapter 12_Waivers for further guidance.

Chapter 12 Waivers

12.1 Overview

Position requirements may be waived in exceptional circumstances. This chapter provides information and guidance on position and tenure waivers.

12.2 General Information

Waivers may be granted for any position requirements, including:

12.2.1   Special statutory requirements.

12.2.2   Acquisition career field certification timeframe (24 months from the date assigned to the position).

12.2.3   Acquisition Corps Membership for assignment to a Critical Acquisition Position or Key Leadership Position (CAP/KLP).

12.2.4   CAP (non-KLP) Tenure.

12.2.5   Key Leadership Position (KLP) Tenure.

12.3 Waiver Process

12.3.1   Use DD2905, Acquisition, Technology, And Logistics Workforce Position Requirements or Tenure Waiver (http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2905.pdf) to process waivers.

12.3.2   Position waivers are processed at the time of the assignment, except under the following conditions:

12.3.2.1   Acquisition Corps members who will meet special statutory requirements of the AT&L position within 6 months may be assigned to that position without a waiver. If the individual does not meet the Special Statutory requirements within 6 months from the date assigned, a waiver is required.

12.3.2.2   Employees have 24 months from the time assigned to an AT&L position to meet the certification requirements of that position and become certified. If the individual does not obtain certification within 24 months, a waiver is required.

12.3.3   Waivers for CAP/KLP tenure requirements must be approved prior to the person's departure from that CAP/KLP.

12.3.4   See Appendix D Position & Tenure Waivers for a summary of position and tenure waivers.

Chapter 13 Assignments to AT&L Positions Other than ASN(RDA) Special Interest Positions

13.1 Overview

This chapter provides requirements and procedures for filling AT&L positions other than ASN(RDA) Special Interest Positions (see Chapter 14 Assignments to ASN(RDA) Special Interest Positions).

13.2 Civilian Selection Procedures

13.2.1 Acquisition Corps membership for CAPs must be met or waived upon assignment.

13.2.2 Special Statutory Requirements must be met or waived upon assignment with the following exception: Acquisition Corps members who do not meet the Special Statutory Requirements may be assigned for up to 6 months without a waiver.

13.2.3 Certification to the level required by the position must be achieved or waived within 24 months of assignment.

13.2.4 If the position is announced, the Area of Consideration is in accordance with local civilian personnel procedures.

13.2.5 The vacancy announcement must state that the position is a DAWIA AT&L position, identify the AT&L career field, certification level, any Special Statutory requirements (e.g., for GS-1102s), and Acquisition Corps membership and tenure requirements for CAPs/KLP.

13.2.6 AT&L position requirements associated with the specific position must be considered in the selection process. Because AT&L position requirements may be waived, they should not be used as screen-out factors.

13.2.7 When considering AT&L position requirements, comparable training and experience from other agencies or private sector entities and comparable certifications from non-DOD sources may be credited towards meeting position requirements as authorized by DOD.

13.2.8 Applicants who meet the education, experience, and training requirements for certification and/or Acquisition Corps membership but have not yet achieved certification or Acquisition Corps membership should be evaluated as if they were certified and/or Acquisition Corps members.

13.3 Civilian Temporary Promotions

Employees who are temporarily promoted to AT&L positions must meet the Special Statutory and Acquisition Corps (if a CAP) requirements of those positions, or obtain a waiver, upon assignment. Certification to the level required by the position is required within 24 months of assignment.

13.4 Civilian Details

Employees who are detailed to AT&L positions are not required to meet the AT&L requirements of the position to which detailed. For extended details, e.g., details lasting longer than a year, employees should strive to meet the AT&L requirements of the position.

13.5 Military Assignments

13.5.1   Assignment officers/detailers should strive to fill AT&L positions with qualified AT&L Workforce members who meet the requirements of the position.

13.5.2   To be assigned to an AT&L position, special statutory requirements must be met or waived during the assignment process. Additionally, for CAPs and KLPs, Acquisition Corps membership must be met or waived and a tenure agreement must be executed during the assignment process. Certification must be obtained within 24 months from the date assigned.

13.6 Waivers

Refer to Chapter 12 Waivers and Appendix D Position & Tenure Waivers.

Chapter 14 Assignments to ASN(RDA) Special Interest Positions

14.1 Overview

This chapter provides guidance on assignment of personnel to ASN(RDA) Special Interest Positions. Appendix J Key Leadership Positions & Other ASN(RDA) Special Interest Position Management and Appendix K ACAT I/II Program Manager/Deputy Program Manager Nomination provide additional guidance.

14.2 ASN(RDA) Special Interest Positions

14.2.1   Program Executive Officers (PEOs).

14.2.2   Direct Reporting Program Managers (DRPMs) and Deputy Direct Reporting Program Managers (DDRPMs).

14.2.3   Program Managers (PMs) and Deputy Program Managers (DPMs) of Major Defense Acquisition Programs (ACAT I).

14.2.4   PMs and DPMs of Major Acquisition Information System (MAIS) Programs, (ACAT IA).

14.2.5   PMs and DPMs of Significant Non-Major Defense Acquisition Programs (ACAT II).

14.2.6   Major (non-ACAT I/II) acquisition programs managers approved in accordance with OPNAVINST 1211.8B at http://neds.daps.dla.mil/Directives/01000%20Military%20Personnel%20Support/01-200%20Personnel%20Classification%20and%20Designation/1211.8B.pdf.

14.2.7   Commanding Officers/Commanders of Major Acquisition Shore activities performing significant acquisition missions approved in accordance with OPNAVINST 1211.8B at http://neds.daps.dla.mil/Directives/01000%20Military%20Personnel%20Support/01-200%20Personnel%20Classification%20and%20Designation/1211.8B.pdf.

14.3 Responsibilities

The ASN (RDA) approves selections for:

14.3.1   PEO, DRPM, ACAT I and II PM positions. ASN(RDA) must consult with USD/AT&L on PEO and ACAT ID PM selections.

14.3.2   All other positions identified in paragraph 14.2 when a waiver is involved.

14.4 Candidate Identification

Systems Commanders, in coordination with supported PEOs and DRPMs, implement procedures to identify or select candidates for ASN (RDA) Special Interest positions and other ASN(RDA)-approved special interest positions in accordance with the guidance provided in this chapter. Procedures must be coordinated with the DACM prior to implementation.

14.5 General Guidance

Unless otherwise approved by the ASN(RDA), both military and civilian candidates will be considered for PEO, DRPM, ACAT I and II PM positions. Military and/or civilian candidates may be considered for all other special interest positions.

14.6 Candidate Evaluation Criteria

Slating panels must use evaluation criteria shown below when considering candidates:

14.6.1   DAWIA position requirements such as:

14.6.1.1   Acquisition Corps membership/eligibility for Acquisition Corps membership.

14.6.1.2   Special Statutory requirements (as appropriate).

14.6.1.3   DOD acquisition career field certification requirements associated with the position.

14.6.1.4   Assignment specific training.

14.6.2   Additional criteria:

14.6.2.1   Functional area competencies in an additional AT&L career field(s).

14.6.2.2   Cross-functional assignments/rotations.

14.6.2.3   Broadening assignments, e.g., Service headquarters, OSD, joint, industry, operational.

14.6.2.4   Relevant advanced academic degree.

14.6.2.5   Senior service school (or equivalent).

14.6.2.6   Leadership training and experience.

14.6.2.7   Demonstrated performance integrating functional, core, and leadership competencies.

14.6.2.8   Other job-related factors may be used, as determined appropriate.

14.7 Position Management for PEOs , DRPMs, and DDRPMs

14.7.1   Nomination and selection procedures will be managed by the ASN(RDA) on a case-by-case basis.

14.7.2 Flag and General Officer selections and assignments will be made in coordination with the Chief of Naval Operations/Vice Chief of Naval Operations and the Commandant of the Marine Corps, respectively.

14.8 Position Management for ACAT I and II PMs

14.8.1 The Systems Commands, in conjunction with supported PEOs and DRPMs, provide a forecast of anticipated vacancies for the upcoming 12 months to the DACM on 1 October each year.

14.8.2 The Systems Commands, in conjunction with supported PEOs and DRPMs, will convene slating panels to screen candidates for vacancies.

14.8.3 The slating panels will consist of Flag Officer, General Officer, and SES members. At a minimum, invite:

14.8.3.1 The Deputy Assistant Secretary of the Navy (DASN) who serves as the principal advisor to ASN(RDA) on the program.

14.8.3.2 PEO representative(s).

14.8.3.3 Sponsors, stakeholders, and representatives from each of the candidate's acquisition organizations must be invited to serve as panel members.

14.8.3.4 The DACM as an advisor.

14.8.4 As a minimum, all qualified personnel within the DON may compete for reassignment.

14.8.5 Panels will produce recommended slates of candidates for each position in rank order, beginning with the number one ranked candidate.

14.8.6 The selecting official will forward the nomination package identifying the recommended candidate to the DACM for ASN(RDA) for approval. Billet/Program information, the nomination matrix at Appendix K ACAT I/II Program Manager/Deputy Program Manager Nomination

Program Name:

ACAT:

Billet Title and Grade:

Name: **Rank:**

Current Position:

Nomination Justification:

Education (Degree, Year, Major, Institution):

Defense Acquisition Corps Membership:

DAWIA Career Field Certifications:

Program Management Courses:

Course Number	Course Title	Date Completed
PMT 301	The Program Management Course (PMC)	
PMT 302	The Management Course Advanced Program (APMC)	
PMT 352	The Program Management Office Course	
PMT 401	The Program Manager Course	

Summary of Acquisition Experience:

DAWIA Career Field	Position	Grade	Mon/Yr	Mon/Yr	Months in Position
					Total Months

Waivers Required Prior to Assignment:

 and candidate resume must be included in the nomination package.

14.8.7   The DACM will forward the nomination package to the ASN(RDA) for approval. ASN(RDA) approval along with USD(AT&L) consultation is required for ACAT ID PM selections.

14.9 Position Management For All Other ASN(RDA) Special Interest Positions

14.9.1   The Systems Commands, in conjunction with supported PEOs and DRPMs, as appropriate, will develop procedures for filling vacancies.

14.9.2   Approval of selections:

14.9.2.1   The selecting official may approve when the selectee meets position requirements, including statutory requirements for assignment.

14.9.2.2   ASN(RDA) approval is required in all other cases.

14.10 Tenure Requirements

14.10.1   DRPMs, DDRPMs, and ACAT I PMs and DPMs:

14.10.1.1   The ASN(RDA) may establish tenure requirements based on the unique requirements of the program.

14.10.1.2 The tenure requirement is normally through the completion of the first major milestone that occurs closest in time to the date on which the individual has served in the position four years.

14.10.1.3 When major milestones have been completed, the tenure is generally four years.

14.10.1.4 PMs should not be reassigned within six months prior to a major milestone.

14.10.2 For all other positions, the tenure is three years.

14.11 Rotation

14.11.1 For DRPMs, and ACAT I and II PMs, the rotation generally occurs upon completion of the tenure requirement.

14.11.2 For other ASN(RDA) Special Interest Positions, there is no mandatory rotation requirement upon completion of the tenure requirement. Rotation, however, is encouraged.

14.12 Waivers

See Appendix D Position & Tenure Waivers.

Chapter 15 Education

15.1 Overview

This section describes DAWIA education related to Career Field Certification, Acquisition Corps membership, and Special Statutory requirements, such as those for 1102 Contracting positions. The following appendices supplement this chapter and will assist when assessing education requirements:

15.1.1 [Appendix L 24 Hours of Business – What Counts?](#)

15.1.2 [Appendix M DAWIA Enhancing Degrees](#)

15.2 General Information

15.2.1 Education requirements can be met by:

15.2.1.1 Completing coursework or degree programs from an accredited institution of higher education.

15.2.1.2 Applying American Council on Education (ACE) recommended credits when documented on the student's official college or university transcript. ACE has reviewed and recommended credit for many of the DAU courses. ACE credit recommendations can be found in the DAU Catalog at http://www.dau.mil/catalog/cat2007/Appendix_E.pdf.

15.2.1.3 Passing score on Defense Activity for Non-traditional Education Support (DANTES) examinations may be substituted for semester credit hours.

15.2.2 Review of the student's official transcript is required to validate degree and semester credit hours.

15.3 24 Hours of Business

15.3.1 When used in the context of DAWIA, 24 hours of business means 24 semester credit hours from among the following disciplines: *accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management*.

15.3.2 [Appendix L 24 Hours of Business – What Counts?](#) includes examples of qualifying courses.

15.4 "24/12"

15.4.1 When used in the context of DAWIA, 24/12 refers to 24 semester credit hours in the person's career field and 12 semester credit hours in business related courses.

15.4.2 The 24/12 requirement can be met by:

15.4.2.1   24 semester credit hours in the person's primary career field and 12 semester credit hours in the disciplines listed in italics in 15.3.1. Credit hours within the person's primary career field may also satisfy the requirement for part or all of the 12 credit hours in the disciplines listed in 15.3.1. The same hours may be used to meet both requirements.

15.4.2.2   In lieu of the 12 semester hours, applicants may substitute training courses for which ACE has recommended academic credit hours. Substitution of training courses for the 12 semester-hour requirement must be based on the credit hour and discipline recommendations published by the ACE.

15.4.3   These credit hours can be part of, or in addition to, a degree program.

Chapter 16 Training

16.1 Overview

    16.1.1   Training, in the context of this chapter, refers to training sponsored by the Defense Acquisition University (DAU). DAU training is provided to support AT&L workforce training in terms of:

        16.1.1.1 Attaining career field certification requirements of the position.

        16.1.1.2 Attaining assignment specific training requirements.

        16.1.1.3 Meeting continuous learning requirements.

    16.1.2   DAU training is also provided to support select groups of non-AT&L Workforce personnel identified in paragraph 16.8 below.

    16.1.3   DAU delivers courses through resident classroom offerings at DAU facilities or on-site at the location where the training is required and through distance learning (web based) coursework.

16.2 Certification Training

Training required for certification in an AT&L career field (See Chapter 6 Certification).

16.3 Assignment Specific Training

USD(AT&L) and the DON DACM identify assignment-specific courses as integral to the education and training of AT&L Workforce personnel. These courses are offered by DAU to provide unique acquisition knowledge required for a specific assignment, job, or position; to maintain proficiency and to remain current with legislation, regulation, and policy.

    16.3.1   Assignment specific training can span several functional areas and is mandatory for selected individuals within a job series or position category. DAU funding is available for assignment-specific courses.

    16.3.2   DOD designated assignment specific courses can be found in the Chapter 3 of the DAU catalog at http://www.dau.mil/catalog/cat2007/Chapter_3.pdf.

    16.3.3   AT&L workforce members pending deployment to a theater of operations may require assignment specific training. When applying for required courses, the employee must identify the position to which being deployed, including location and timeframe, and notify their command or organization training manager who will notify the DON Registrar.

    16.3.4   DON has determined that courses in the Program Management certification curriculum are mandatory for some employees who meet certification requirements for their primary career fields.

        16.3.4.1   SPRDE-Systems Engineering.

16.3.4.2   Life Cycle Logistics.

16.3.4.3   Production, Quality and Manufacturing (military only).

16.3.5   In addition to the above, supervisors may identify assignment specific training. Consult with the Command DAWIA focal point to determine availability of course(s) and funding.

16.4   Continuous Learning Training

DOD policy requires all AT&L Workforce members to participate in "continuous learning" activities. All DAU training can be credited in the Continuous Learning Program. Chapter 18 Continuous Learning Requirements provides more information on the Continuous Learning Program.

16.5   Supervisors' Responsibilities

Supervisors must ensure that AT&L Workforce members:

16.5.1   Are provided an opportunity to complete certification or continuous learning courses, including distance learning, during duty hours.

16.5.2   Complete all certification, assignment specific, and continuous learning training requirements in a timely manner.

16.6   Meeting Certification Training Requirements

DOD publishes the certification standards annually in the DAU catalog at http://www.dau.mil/catalog/Appendix_B.pdf. The standards identify education, training and experience requirements for three certification levels. The training requirements may be met in the following ways:

16.6.1   Completing the course through the DAU.

16.6.2   Completing a DAU approved equivalent course.

16.6.3   Fulfilling a DAU course.

16.7   Taking DAU Courses

16.7.1   DAU offers all the career field certification and assignment specific courses required by DOD.

16.7.2   The DON DACM manages DON AT&L Workforce training. Do not contact DAU to request certification or assignment specific training.

16.7.3   Register for DAU training by logging onto Register-Now (www.register-now.cms.navy.mil).

16.7.3.1   Choose the DAU Training module.

16.7.3.2   Choose the course and submit your application online.

16.7.3.3   Approved applications are forwarded to the DON registration staff for action.

16.7.3.4 The requestor is advised of approval, wait list assignment, or disapproval.

16.7.3.5 Questions should be directed to command focal points (see Chapter 3 Program Focal Points).

16.7.4 Access to training is approved based on the availability of seats, priority codes and selected fields in the student's Register-Now (www.register-now.cms.navy.mil) profile.

16.7.4.1 AT&L Position Designation, Primary AT&L Career Field, and Certification Level required by the applicant's position determine the student's priority for training.

16.7.4.2 Erroneous information can result in the wrong priority and the inability to get the desired training.

16.7.4.3 The Register-Now Help Desk can assist students with correcting profile information. Contact information for the Help Desk can be found on the DACM website at http://www.acquisition.navy.mil/navyaos/content/view/full/4481.

16.8 DON DAU Training Priorities

16.8.1 Priority 1

16.8.1.1 Course is required to achieve position certification requirements.

16.8.1.2 Course required is a prerequisite to a course required to achieve position certification requirements.

16.8.1.3 Assignment specific courses.

16.8.1.4 Military members ordered (enroute) to an AT&L position who need the training to meet one of the above conditions. These applications are routed through PERS 447 for verification.

16.8.1.5 Naval Acquisition Intern pursuing Level II certification.

16.8.1.6 Navy Engineering Duty Officers and Aviation Engineering Duty Officers pursuing Program Management courses.

16.8.1.7 Acquisition Corps Eligible Navy Officers pursuing certification.

16.8.1.8 Foreign Nationals in Contracting and Purchasing positions.

16.8.2 Priority 2 when the course requested is for certification in the applicant's career field at a level higher than required by the applicant's current position.

16.8.3 Priority 3 when the course requested is for certification in a career field different from the career field of the applicant's current position.

16.8.4 Priority 4 when the course requested is from an applicant who is not in a designated DON AT&L position and does not fit into any of the priorities listed above.

16.9 Funding DAU Courses

16.9.1 There is no tuition for DAU training for DoD employees.

16.9.2 Travel and per diem funding for eligible Priority 1 and 2 students may be obtained by logging on to Register-Now at www.register-now.cms.navy.mil.

16.9.3 Student's command funds Local Excess (Mileage) travel to a DAU campus.

16.9.4 Reserve Component funds travel and per diem for Reserve Officers.

16.10 DAU Equivalent Courses

16.10.1 Many courses are designated as equivalent to specific DAU courses. The list of approved equivalent courses is contained in the DAU Web Site at http://www.dau.mil/learning/appg.aspx and is updated as required.

16.10.2 After completing an equivalent course, provide a copy of the supporting documentation to the Register-Now Help Desk so that it can be recorded in the applicant's training history. Contact information can be found here: http://www.acquisition.navy.mil/navyaos/content/view/full/4481.

16.10.3 Supporting documentation, such as course completion certificate or college transcript, must include the student's name, course dates, course name, and the name of the provider.

16.11 Fulfilling a DAU Course

Course fulfillment provides a means for AT&L Workforce members to receive credit for DAU courses for which they demonstrate competency through an assessment of their previous work experience, education, training, or any combination of those.

16.11.1 Fulfillment is available only to AT&L Workforce members.

16.11.2 Competency standards for courses that may be fulfilled are on the DAU web site at Mandatory Course Fulfillment Program and Competency Standards at http://www.dau.mil/workforce/pdf/Fulfillment.pdf.

16.12 Fulfillment Process

Echelon I and II commands must establish a process to oversee the approval of fulfillments:

16.12.1 Applicant must complete a [DD Form 2518](http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2518.pdf), at
http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2518.pdf
and provide justification.

16.12.2 Meeting the preponderance of the competencies is sufficient to approve a fulfillment, especially for 100 and 200 level courses.

16.12.3 Justification must include:

16.12.3.1 For Command-sponsored events that have been predetermined by competent authority to fulfill a DAU course requirement, the course completion certificate (or other official command document) provides sufficient justification. The documentation must include the student's name, course dates, and a statement that the event(s) fulfills the DAU course(s). It must include the DAU course number and title.

16.12.3.2 For all others, attach the competency standards for the course being fulfilled and a description of how the competencies were achieved through experience, education, alternative training, or any combination of the three. Justification may be addressed in a checklist format or attached as a separate document. A separate justification for each competency is not required.

16.13 Fulfillment Approval

16.13.1 The applicant forwards the fulfillment request to his or her first level supervisor.

16.13.2 The first level supervisor can approve fulfillment requests for Command-sponsored events predetermined to fulfill a DAU course requirement.

16.13.3 The first level supervisor can approve fulfillment requests for DAU 100 level course fulfillments.

16.13.4 DAU 200 and 300 level courses.

16.13.4.1 First-level supervisor recommends approval/disapproval and forwards the request to the appropriate approving authority.

16.13.4.2 DAU 200 course fulfillments must be approved by an individual at least equal in rank to the applicant and Level III certified in the career field in which fulfillment is requested.

16.13.4.3 DAU 300 course fulfillments must be approved by the designated authority as delegated by the Echelon I or II Commander. Personnel from Echelon III and IV activities must submit fulfillment request to the authority designated by the Echelon II Commander. Approving officials must be at

least an O-6 or GS-15 (or equivalent) and Level III certified in the career field in which fulfillment is requested.

16.13.4.4   In situations where no one in the command can approve the Level 200 or 300 course fulfillments, forward the fulfillment package to the DON DACM (email to the DACM Desk (dacm.desk.fct@navy.mil)).

16.14 Retention of Approved Fulfillments

16.14.1   Approved fulfillments are maintained within the requesting organization.

16.14.2   Applicants should retain a copy of their approved fulfillments.

16.14.3   Provide a copy of the approved fulfillment to the Register-Now Help Desk so that it can be recorded in the applicant's DAU training history. Contact information can be found here: http://www.acquisition.navy.mil/navyaos/content/view/full/4481.

16.15 Recording DAU Course Completions

16.15.1   The DAU training history maintained in Register-Now is the official record of all DAU course completions whether achieved through the completion of a DAU offered course, the completion of a DAU equivalent course, or by having a fulfillment request approved.

16.15.2   DAU course completions are automatically recorded in Register-Now within 10 days of course completion. Equivalencies and Fulfillments must be recorded manually.

Chapter 17 Experience

17.1 Overview

AT&L Career Field Certification, Acquisition Corps membership, and some Special Statutory requirements require acquisition experience.

In general, acquisition experience claimed in support of a certification request should be recent experience, i.e., the experience should have been obtained within eight years of the certification request.

17.2 Acquisition Experience—What Counts?

17.2.1 General acquisition experience includes experience in any acquisition career field. Specialized experience includes experience in specifically identified career fields.

17.2.2 Experience can be gained in any position as long as it includes acquisition duties and responsibilities as defined in the Position Category Descriptions, including positions in other government agencies or in private industry.

17.2.3 Paragraph 17.3 describes the experience approval process.

17.2.4 Up to 12 months of education or training in acquisition may be credited toward meeting acquisition experience requirements regardless of when the education was obtained.

17.2.5 For Unrestricted Line Officers only, up to 18 months of acquisition experience may be credited for the same amount of time in a command tours when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management and interface with the materiel establishment(s).

17.3 Experience Approval Process

17.3.1 Active Component Navy Officers must have PERS 447 assess their acquisition experience before applying for certification. The date that PERS 447 reviewed the experience must be included on the certification application.

17.3.2 For all others, Echelon I and II commands must establish a process for assessing and approving experience claimed towards certification. The process should ensure that the experience is assessed by an individual or group of individuals who are assigned to positions of authority and are Level III certified in the career field in which certification is requested.

17.3.3 Experience claimed must be credited against one of the Acquisition Position Categories (also called career fields) used by the DON.

Acquisition Position Category Descriptions can be found in the [DAU Catalog, Appendix B](http://www.dau.mil/catalog/Appendix_B.pdf) at http://www.dau.mil/catalog/Appendix_B.pdf.

17.3.4   Experience claimed must substantially match the duties and responsibilities associated with the Position Category (career field) for which requested and have been a significant and substantial part of the job.

17.3.5   Organizations and workforce members should retain a copy of approved experience requests.

Chapter 18 Continuous Learning Requirements

18.1 Overview

AT&L Workforce members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, AT&L policy initiatives, and leadership and management skills.

18.2 CL Requirement

18.2.1   Workforce members must participate in at least 80 hours of continuous learning activities bi-annually, with a goal of participating in at least 40 hours annually.

18.2.2   AT&L Workforce members should discuss broadening activities with his/her supervisor. These activities may include, but are not limited to, certification in other career fields, leadership training, and rotational and developmental assignments.

18.2.3   The start date of the first bi-annual period is the date the AT&L Workforce member enters a DON AT&L designated position. If the position is designated after the individual is assigned, the start date is the date the position is designated.

18.2.4   The bi-annual period ends on the completion date of the event that results in the workforce member meeting or exceeding the 80-point threshold, regardless of the date the event is entered in Register-Now. A new bi-annual period begins the following day. Points in excess of 80 will not carry over to the next bi-annual period.

18.3 CL Activities and Points

18.3.1   Appendix N Creditable CL Activities & Points provides a listing of creditable activities along with recommended point values. This is not an all-inclusive list. In general, however, activities should be associated with leadership development, acquisition programs, and related functions.

18.3.2   CL points associated with DAU certification, assignment specific, and CL courses have already been determined by DAU.

18.3.3   CL points associated with DACM-sponsored CL events, to include college courses funded through the Acquisition Workforce Tuition Assistance Program, have already been determined.

18.3.4   CL points for courses that have approved Continuing Education Units (CEUs) associated with them should be awarded at a rate of 10 CL points for every one (1) CEU.

18.3.5   Workforce members deployed to theaters of operation are considered to be on rotational assignments and receive CL points in accordance with Appendix N Creditable CL Activities & Points.

18.3.6   For CL events not listed above or in Appendix N Creditable CL Activities & Points, one (1) point should be awarded for every active hour of involvement.

18.4 Register-Now for Continuous Learning

18.4.1 [Register-Now](), at [www.register-now.cms.navy.mil](), is used to:

    18.4.1.1 Track CL points and achievement.

    18.4.1.2 Request CL points.

    18.4.1.3 Request participation in DACM-sponsored/supported on-site CL events.

18.4.2 Some CL points automatically post in the AT&L Workforce member's CL history:

    18.4.2.1 Points associated with DACM-sponsored CL events, once verification of event attendance and completion has been provided to the Register-Now Support Team and the AT&L Workforce member is "graduated."

    18.4.2.2 Points associated with DAU certification and assignment specific courses, once the graduation has been posted by DAU.

    18.4.2.3 Points associated with completing courses in the Acquisition Workforce Tuition Assistance Program once a course grade for which academic credit will be awarded is posted.

    18.4.2.4 Points associated with completing DAU CL courses.

18.4.3 When recording points for other activities, round half points up and record whole points only.

Chapter 19 AT&L Workforce Tuition Assistance Program (AWTAP)

19.1 Overview

The Department of the Navy (DON) Acquisition Workforce Tuition Assistance Program (AWTAP) was established in accordance with the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA, Public Law 101-510).

19.1.1   The program assists civilian and military AT&L Workforce members in meeting the mandatory and/or desired education standards for DAWIA certification.

19.1.2   The program supports courses and degrees in those disciplines that underpin the acquisition functions specified in 10 U.S.C. 1721. These disciplines include the sciences, engineering and other technical fields, as well as business and management programs.

19.1.3   In general, subject to the availability of funding and applicant compliance with program requirements, AT&L Workforce members selected for AWTAP receive tuition assistance for the length of time required to meet educational goals as defined on their approved Educational Development Plan (EDP).

19.2 Eligibility

Tuition assistance is available for civilians and Active Component military who meet all of the following requirements:

19.2.1   Occupy a designed AT&L position.

19.2.2   Meet minimally acceptable performance standards.

19.2.3   Are not pending disciplinary action.

19.2.4   Do not already meet the highest the education standards for their primary AT&L career field.

19.2.5   Are DAWIA certified to the level required at the time of application unless pursuing an education standard that is required for certification in the applicant's designated career field. DON Acquisition Interns are exempt from this requirement but must demonstrate progress towards certification as determined by the assigned Naval Acquisition Career Center (NACC) Intern Career Manager.

19.3 Additional Information

Additional information regarding policies and implementing guidance on AWTAP is available on the DACM website at http://acquisition.navy.mil/navyaos/content/view/full/4286.

Chapter 20 Individual Development Plans and Performance Appraisals

20.1 Overview

Planning is essential for successful career development. This chapter provides guidance for AT&L Workforce Individual Development Plans (IDPs).

20.2 IDPs

20.2.1　All AT&L Workforce members are required to have an IDP prepared by the workforce member, in coordination with their supervisors.

20.2.2　IDPs should:

20.2.2.1　Identify short range and long range career goals, such as membership in the Acquisition Corps or certification in an AT&L Career Field.

20.2.2.2　Set timelines to accomplish goals.

20.2.2.3　Identify education, training, and developmental activities needed to achieve their career goals.

20.2.2.4　Outline how education, training, and developmental activities needed to achieve their career goals and objectives will be accomplished.

20.3 Performance Appraisals

20.3.1　Echelon I and II organizations must establish a process that provides an opportunity for review and inclusion of comments on the appraisal of a senior level person serving in an AT&L position in the same AT&L Career Field.

20.3.2　At least the first-level evaluation of contracting officers must be performed within the contracting career chain, with the following exception: the performance evaluation of the senior official in charge of contracting for the organization.

Chapter 21 Naval Acquisition Intern Program

21.1 Overview

The Naval Acquisition Intern Program recruits, develops, and prepares a select group of interns to assume some of the Department's top acquisition workforce positions. Additional information is provided at https://naip.donhq.navy.mil.

21.2 Program Description

The Navy Director, Acquisition Career Management is the Program Manager and the Naval Acquisition Career Center executes the program. Interns participate in a development program that is tailored to one of seven acquisition career fields:

21.2.1 Business/Cost Estimating and Financial Management.

21.2.2 Contracting.

21.2.3 Information Technology.

21.2.4 Life Cycle Logistics.

21.2.5 Facilities Engineering.

21.2.6 Systems Planning, Research, Development and Engineering.

21.2.7 Production, Quality and Manufacturing.

The program provides a structured management training program including formal education and training, diverse rotational assignments, extensive on-the-job training, and challenging work assignments. Additionally, interns are eligible to participate in the Acquisition Workforce Tuition Assistance Program described in Chapter 19 AT&L Workforce Tuition Assistance Program (AWTAP). Positions are located throughout the United States; however, most are located within the Washington D.C. metropolitan area, California, Pennsylvania, Maryland, Virginia, and Florida.

Appendix A Glossary of Terms

Accredited institutions of higher education are colleges and universities that have received a regional or national accreditation. These schools are recognized and approved by the Under Secretary of Education for student loans and federal tuition assistance programs. A listing of these schools is available through the U.S. Department of Education on line.

Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy Department of Defense (DOD) needs, intended for use in or in support of military missions.

AT&L Career Field is one or more occupations that require similar functional competencies.

AT&L Position Categories are subsets of AT&L positions that are characterized by a common set of core acquisition and functional competencies.

AT&L Position Category Descriptions (PCDs) are the DOD descriptions of each of the AT&L categories of positions.

AT&L Positions are those civilian and military positions in the Department of Defense that are designated as acquisition positions in accordance with 10 USC Section 1721 and regulations issued by the USD(AT&L).

AT&L Workforce comprises those persons who occupy AT&L positions.

Competencies, as used in this Operating Guide, are the core acquisition, functional, and leadership skills, knowledge, and abilities required by the AT&L Workforce to perform the duties and responsibilities of the various AT&L positions.

Component Acquisition Executive (CAE) is the Service Acquisition Executive of a Military Department or the person designated to be the CAE by the Head of a DOD Component other than a Military Department. For the purpose of this Operating Guide, the Head of a DOD Component is the CAE for the DOD Components that have not designated a CAE. The USD(AT&L) performs this role for the OSD. Within DON, the CAE is the Assistant Secretary of the Navy (Research, Development, and Acquisition (ASN(RDA)).

Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Critical Acquisition Positions (CAPs) are a subset of AT&L positions specifically designated by the CAE in accordance with DAWIA, implementing regulation, and based on the criticality of that position to the acquisition program, effort, or function it supports.

DANTES (Defense Activity for Non-Traditional Education Support) examinations may be substituted for semester credit hours. DANTES sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and Educational Testing Service (ETS). Seven (7) tests are available, and a passing score on an examination qualifies the student for 3 semester credit hours applicable towards the business education requirements. More information is available on the DANTES website.

Defense Acquisition Corps, referred to as the "Acquisition Corps," is a pool of highly qualified members of the AT&L Workforce to fill CAPs. It is composed of those persons who have met the Acquisition Corps standards prescribed by DAWIA and implementing regulation, and who have been granted membership in the Acquisition Corps by the USD(AT&L) or by a CAE to whom this authority has been delegated.

Defense AT&L Workforce Education, Training, and Career Development Program includes the structure, resources, policies, and procedures to enable the AT&L Workforce to achieve the competencies required to perform the duties and responsibilities as required by AT&L positions and to promote integrated AT&L Workforce management.

Functional Advisors (FAs) are senior DOD officials who serve as the subject matter expert for their respective functional area for oversight and management of career development requirements.

Key Leadership Positions (KLPs) are a subset of CAPs designated by the CAE based on the critical nature of the acquisition program or effort involved and the criticality of that position to the success of that program or effort. These positions represent a significant level of responsibility and authority and warrant special management attention to qualification and tenure requirements.

Service Acquisition Executives (SAEs), also called CAEs of the Military Departments, are individuals with the responsibilities and authorities described in 10 USC Section 1704. The DON SAE is the ASN(RDA).

Senior Contracting Official (**SCO**) is a director of contracting, or a principal deputy to a director of contracting, serving in the office of the Secretary of a Military Department, the headquarters of a Military Department, the Head of a Defense Agency, a subordinate command headquarters, or in a major systems or logistics contracting activity in the Department of Defense.

Appendix B Acronyms

ACAT	Acquisition Category
ACE	American Council on Education
ASN(RDA)	Assistant Secretary of the Navy (Research, Development, and Acquisition)
AT&L	Acquisition, Technology, and Logistics
AWCM	Acquisition, Technology, and Logistics Workforce Career Management
AWSOM	Acquisition Workforce System of Management (Marine Corps)
CAE	Component Acquisition Executive (within DON, the CAE is the ASN(RDA)
CAP	Critical Acquisition Position
CEU	Continuing Education Unit
CLC	Continuous Learning Center
CLP	Continuous Learning Point
DACMs	Directors for Acquisition Career Management
DAE	Defense Acquisition Executive
DANTES	Defense Activity for Non-Traditional Education Support
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DCPDS	Defense Civilian Personnel Data System
DOD	Department of Defense
DPM	Deputy Program Manager
FA	Functional Advisors
KLP	Key Leadership Position
MAIS	Major Acquisition Information Systems (ACAT IA Programs)
MDAP	Major Defense Acquisition Programs (ACAT I Programs)
NDAA	National Defense Authorization Act
NSPS	National Security Personnel System
OPM	Office of Personnel Management
PCD	Position Category Description
PD	Position Description

PEO	Program Executive Officer
PM	Program Manager
SCO	Senior Contracting Official
SES	Senior Executive Service
SSB	Senior Steering Board
TFMMS	Total Force Manpower Management System
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
WMG	Workforce Management Group

Appendix C DAWIA Management Structure for Echelon I and II Commands

Systems Commands and other organizations with significant acquisition functions must have a clearly defined management structure (chain of command), from the head of the organization to the field supervisor, to support the implement of DAWIA within the command or organization. The following provides broad guidance on the roles and responsibilities within the DAWIA management structure.

The DAWIA management structure can be incorporated into an actual or virtual organizational structure. Roles and responsibilities at different levels may be consolidated if appropriate. In all cases, DAWIA roles and responsibilities can be collateral duties.

DAWIA Program Executive

The Program Executive, typically a Flag/General Officer or SES, is the Echelon I or II Commander's lead agent for DAWIA policies and programs. The Program Executive, supported by a headquarters organization, a command-level board, an integrated process team, or a similar body authorized by the Commander, is responsible to the head of the command (e.g., the Systems Commander) for the overall implementation and health of the DAWIA program.

DAWIA Program Director

The DAWIA Program Director, typically at the 0-6 or GS-15 (or equivalent) level, is the focal point within the command on DAWIA matters. This focal point represents the Program Executive on acquisition workforce matters. The Program Director:
- Executes the program, command-wide, in accordance with DAWIA program policies and guidance and broad direction established by the Command's DAWIA Program Executive.
- Works directly with DACM senior staff to obtain clarification and make recommendations on DAWIA policies and programs, resolve acquisition workforce issues, and provide feedback on how well the program is working to support their command.
- Oversees DAWIA Program goals and metrics for command and field activities.
- Provides DAWIA Program guidance to DAWIA Program Managers.

DAWIA Program Manager(s)

- Support the DAWIA Program Director and Program Executive.
- Manage one or more aspects of the DAWIA Program for the command and serves as the Command representative for programs such as the Naval Acquisition Intern Program, Defense Acquisition University training, Continuous Learning, Acquisition Certification, Acquisition Corps Membership or any other areas established by the command structure.

- Manage the day-to-day operations of the DAWIA Program for headquarters acquisition personnel and may manage DAWIA operations for one or more field activities.
- Work with DACM Support Staff, e.g., Register-Now Support Staff or Training Registrar, to resolve day-to-day acquisition workforce issues.
- Provide DAWIA Program guidance to field representatives.
- Provide feedback to the DAWIA Program Director, identifying areas of concern and matters that need the Director's attention.

DAWIA Program Field Representatives

These individuals work at field activities and are responsible for the day-to-day execution for one or more of the DAWIA programs at their activity. Field representatives:
- Implement command guidance and ensure that the acquisition workforce meets DAWIA program requirements.
- Provide feedback to the DAWIA Program Manager and activity leadership on the health of the DAWIA program at their activity, identifying areas of concern and matters that need the Program Manager's and/or activity's attention.

.

Appendix D Position & Tenure Waivers

Use Form DD 2905

	WAIVER	APPROVING AUTHORITY
Except for: Acquisition Corps members who will meet the requirements within 6 months	KLPs and ASN(RDA) Special Interest Positions. Includes all types of waivers: Special Statutory Requirements, Acquisition Corps, Certification, and Tenure waivers.	ASN(RDA) via DACM
	Flag Officer, General Officer, and SES assignments (non-KLPs). Includes all types of waivers: Special Statutory Requirements, Acquisition Corps, Certification, and Tenure waivers.	DACM
	Special Statutory Requirements for Senior Contracting Official (SCO) assignments.	DACM
	Special Statutory Requirements for non-CAP GS-1102 (and similar military) assignments.	SCO
	Special Statutory Requirements for Contracting Officers with warrants above the Simplified Acquisition Threshold. Waiver is valid only for the particular warrant for which it is granted.	SCO
	Acquisition Corps Membership requirement for CAP assignment. Does not confer membership in the Acquisition Corps.	DACM

Appendix D   Position & Tenure Waivers (Continued)

Use Form DD 2905

		WAIVER	APPROVING AUTHORITY
Except for: Acquisition Corps members who will meet the requirements within 6 months		Certification (except for KLP, Flag Officer, General Officer, and SES). Allows individual to remain in AT&L position beyond 24-month grace period. Does not confer certification or waive the requirement to obtain certification. Time-phased plan for certification required.	Heads of Echelon I and II organizations May be redelegated
		Tenure Obligation for CAPs (except KLP and ASN(RDA) Special Interest assignments).	DACM

Note: Waiver requests for Active Component Navy Officers, except for Flag Officers, must be submitted to the approving official via PERS-447. Approving officials must notify PERS-447 of actions taken waiver requests

Appendix E AT&L Position Categories

Position Category	Manpower and Personnel System Codes
Business, Cost Estimating, and Financial Management	K
Contracting	C
Facilities Engineering	F
Industrial/Contract Property Management	D
Information Technology	R
Life Cycle Logistics	L
Production, Quality and Manufacturing	H
Program Management	A
Purchasing	E
Systems Planning, Research, Development, & Engineering – Science and Technology Manager	I
Systems Planning, Research, Development, & Engineering – Systems Engineering	S
Test and Evaluation	T

The following Position Categories are not used in DON: Auditing; Program Management Oversight; and Education, Training, and Career Development.

AT&L Position Category Descriptions can be found in the DAU Catalog at: http://www.dau.mil/workforce/pcds.asp.

Appendix F Required Certification Levels

Certification Levels			
Civilian Grade or Pay Band	**Military Rank**	**Certification Level (except for Purchasing)**	**Certification Level (Purchasing)**
All Critical Acquisition Positions (CAPs), including Key Leadership Positions (KLPs)		III (required)	
GS-12 and above Pay Band 2 (YA) Pay Band 3 (DP, NH, NK, NP) Pay Band 4 (NJ, N0) Pay Band 5 (NT)		Up to Level III depending on duties and responsibilities	
All Others		Up to Level II depending on duties and responsibilities	Up to Level III depending on duties and responsibilities
	Active Component 0-5 and above	III	
	Active Component 0-4	II	
	Active Component 0-1 through 0-3	I	
	Reserve Component All Officers	II	
	Enlisted	Up to Level II depending on duties and responsibilities	

Appendix G Acquisition Corps Membership Criteria

EDUCATION: Degree and credit hours *must be recorded on a college transcript* from an institution of higher education that is accredited by a regional agency, which is approved by the Secretary of Education to grant accreditation. Quarter- or trimester-hours must be converted to semester hours	**One** of the following: ☐ Baccalaureate degree from an accredited educational institution, *or* ☐ On 1 October, 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector. (NOT AVAILABLE) Possess significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience, as determined by the CAE in accordance with criteria approved by the AT&L Workforce Senior Steering Board. (DOD standard criteria under development).
	One of the following: ☐ 24 semester credit hours from among the following disciplines: *accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.* ☐ 24 semester credit hours in the person's career field and 12 semester credit hours in the disciplines listed above in italics. Credit hours within the person's career field may also satisfy the requirement for part or all of the 12 credit hours "in the disciplines listed above." The same hours may be used to meet both requirements. ☐ 24 semester credit hours in the person's career field and training equivalent to 12 semester credit hours in the disciplines listed above in italics. ☐ On 1 October 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.
CERTIFICATION LEVEL	**One** of the following: ☐ DOD civilian employee or military member certified at Level II or above in an AT&L Career Field. ☐ Individual from outside DOD selected for a critical acquisition position – qualified for certification at AT&L career level II or above.
POSITION AND GRADE/RANK	**One** of the following: ☐ DON Civilian applicant: Must *occupy* a designated DON AT&L position at the GS-13 grade level or above (or comparable pay band) or *be tentatively selected* for a DON Critical Acquisition Position. ☐ DON Military applicant: Must be a Marine Corps Major or Navy Lieutenant Commander. ☐ Non-DON applicant: Must be tentatively selected for a DON Critical Acquisition Position.
EXPERIENCE	☐ 4 years of service in an AT&L position either in the DOD or in a comparable position in industry or government. • Up to 12 months of time spent pursuing a program of training or education in acquisition may be substituted for an equal amount of acquisition experience. • For Unrestricted Line (URL) Officers only: up to 18 months of acquisition experience may be credited for the same amount of time in a command tour when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management and interface with the materiel establishment(s).
Other	☐ CDR command screen for Surface Warfare and Submarine Warfare officers only.

Appendix H Special Statutory Requirements for AT&L Positions

Position	Statutory Requirement
Flag General Officers and SES	• 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP.
Program Executive Officer (PEO) *(This is a KLP)*	• 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP. • Served as a PM or DPM. • DAU PM Course: PMT 352 <u>and</u> PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU PM Executive PM Course: PMT 402. • Tenure period: 3 years or as tailored by ASN(RDA). • Requires that the ASN(RDA) consult in advance with the Defense Acquisition Executive.
PM for MDAPs (ACAT I/IA) *(This is a KLP)*	• 8 years acquisition experience with at least 2 years in a program office or similar organization. • DAU PM Course: PMT 352 <u>and</u> PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU PM Executive PM Course: PMT 402. • Tenure period: Milestone closest to 4 years or as tailored by ASN(RDA) based on unique program requirements. • Requires that the ASN(RDA) consult in advance with the Defense Acquisition Executive.
DPM for MDAPs (ACAT I) *(This is a KLP)*	• 6 years acquisition experience with at least 2 years in a program office or similar organization. • DAU PM Course: PMT 352 <u>and</u> PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU PM Executive PM Course: PMT 402. • Tenure period: Milestone closest to 4 years or as tailored by ASN(RDA) based on unique program requirements.
PM for Significant Nonmajor Programs (ACAT II) including MAISs *(This is a KLP)*	• 6 years acquisition experience. • DAU PM Course: PMT 352 <u>and</u> PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU PM Executive PM Course: PMT 402. • Tenure period: 3 years or as tailored by ASN(RDA).

Position	Statutory Requirement
DPM for Significant Nonmajor Programs (ACAT II) including MAISs	• 4 years acquisition experience. • DAU PM Course: PMT 352 <u>and</u> PMT 401(or predecessor course PMT 301 or PMT 302. • DAU PM Executive PM Course: PMT 402.

Civilian GS-1102 (and similar military positions)	• Baccalaureate degree from an accredited educational institution.
	• 24 semester credit hours (or the equivalent) in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organizational management.
	• Exceptions to education requirements: The above education requirements do not apply to a DOD employee or member of the Armed Forces who:
	  o Served as a contracting officer with authority to award or administer contracts in excess of the Simplified Acquisition Threshold on or before Sep 30, 2000.
	  o Served in an 1102 positions (or comparable military position) on or before Sep 30, 2000.
	  o Is a member of the Contingency Contracting Force (within DON, exception applies to Marine Corps Contingency Contracting Force only).

Contracting Officers that Award or Administer Contracts above the Simplified Acquisition Threshold	• Complete all contracting courses required for the grade. • 2 years of experience in a contracting position. • GS-1102 education requirements for a degree and 24 semester hours. • Meet any additional requirements established, based on the dollar value and complexity of the contracts awarded or administered in the position. • Exceptions to education requirements: Same as those for Civilian GS-1102 (and similar military positions).
Senior Contracting Official	• At least 4 years of contracting experience. • See GS-1102 (and military equivalent) education requirements for a degree and 24 semester hours.

Appendix I AT&L Position Requirements

Position	Position Requirements	If Required, When is Waiver Generated?
All AT&L Positions	• AT&L career field certification at the level established for the AT&L position within 24 months of assignment to the position. • Any other requirements established by the ASN(RDA) for the AT&L position. • 80 hours of continuous learning points every 2 years, with a goal to gain 40 points every year.	• When it is apparent the individual will not meet requirements within 24 months. • At time of assignment.
CAP not designated as KLP	• Member of the Acquisition Corps. • Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by ASN(RDA). • 3-year tenure period.	• At time of assignment. • When it is apparent the individual will not meet requirements within 24 months. • Before the individual leaves the position before the end of the 3-year tenure period for reasons other than acceptable deviations.
KLP **KLPs are a subset of CAPs**	• Member of the Acquisition Corps. • Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by ASN(RDA). • Additional position requirements may apply to KLPs as determined by law or the ASN(RDA). • 3-year tenure period may be tailored by ASN(RDA) based on unique program requirements.	• At time of assignment. • When it is apparent the individual will not meet requirements within 24 months or other period. • At time of assignment. • When the individual leaves the position before the end of the specified tenure period.

Appendix J Key Leadership Positions & Other ASN(RDA) Special Interest Position Management

POSITION MANAGEMENT	PEO	DRPM	DDRPM	ACAT I PM	ACAT I DPM	ACAT II PM	SPECIAL INTEREST POSITIONS

POSITION MANAGEMENT	PEO	DRPM	DDRPM	ACAT I PM	ACAT I DPM	ACAT II PM	SPECIAL INTEREST POSITIONS
ASN(RDA) manages process and selection	X	X					
Slating Panel required Members must be Flag, General Officer, and SES				X		X	
Military/civilian slate				X		X	
ASN(RDA) approves the selection (nomination package sent to ASN(RDA) via the DACM)				X		X	
ASN(RDA)/USD(AT&L) consultation required	X	X		X			
Position Tenure: milestone closest to 4 yrs or as specified by ASN(RDA)		X	X	X	X		
Slating procedures determined by the Systems Commander/PEO/DRPM			X		X		X
PEO/DRPM/Systems Commander approves the selection when selectee meets all DAWIA requirements							X
ASN(RDA) approves the selection when a waiver is required (nomination package w/waiver sent via the DACM)			X		X		X
Position Tenure: 3 yrs	X					X	X

Appendix K ACAT I/II Program Manager/Deputy Program Manager Nomination

Program Name:

ACAT:

Billet Title and Grade:

Name: **Rank:**

Current Position:

Nomination Justification:

Education (Degree, Year, Major, Institution):

Defense Acquisition Corps Membership:

DAWIA Career Field Certifications:

Program Management Courses:

Course Number	Course Title	Date Completed
PMT 301	The Program Management Course (PMC)	
PMT 302	The Management Course Advanced Program (APMC)	
PMT 352	The Program Management Office Course	
PMT 401	The Program Manager Course	

Summary of Acquisition Experience:

DAWIA Career Field	Position	Grade	Mon/Yr	Mon/Yr	Months in Position
					Total Months

Waivers Required Prior to Assignment:

Appendix L 24 Hours of Business – What Counts?

This appendix lists business (acquisition) fields of study and the types of course that are typically found in the corresponding field normally associated with Business related degree programs. This is a guide and not intended to be an inclusive list.

Accounting
   Cost Accounting Standards

Business Finance
   Business Communications
   Business and Personnel
   Business Statistics
   Cost Analysis
   Financial Cost Management
   Financial Planning and Analysis
   Inventory Management
   Resource Planning
   Risk Analysis

Contracts
   Acquisition Contracting
   Acquisition Management
   Business Communications in Contracting
    Writing
   Business Contract law
   Contract Administration
   Contract Law
   Contract Management
   Contract Pricing and Negotiation
   Contracting Management
   Cost & Price Analysis
   Government Contracting
   Government Contract Law
   Procurement
   Procurement and Contracting
   Procurement Management

Law
   Commercial or Business Contracts
   Contract Law

Economics
   Cost and Price Analysis
   Cost Analysis
   Economic Analysis

Economics (continued)

Economic Principles and Decision
   Marking
Economics and Financial Management
Economics

Industrial Management
   Automated Systems in Logistics Mgmt
   Civil Engineering Management
   Environmental Management
   Engineering and Analysis
   Logistics Management
   Logistics and Materiel Management
   Manufacturing Management
   Materiel Acquisition Process & Support
    Systems
   Property Disposal Management
   Supply Management
   Systems Management
   Systems Engineering Technology
   Warehousing Operations

Organization & Management
   Business Administration
   Advanced Management (Math)
   Business
   Business Management
   Business and Personnel Management
   Computer Programming
   Computer Programming & Systems
    Development
   Computer Sciences, Data Processing
   Data Entry and Automated Systems
     Input
   General Management
   Human Resource Development
   Leadership and Group Decision Process
   Management Science
   Management & Leadership
   **Organization & Management
     (continued)**
   Managerial Analysis

Manpower Management
Materiel Management
Methods of Adult Education
Organizational Behavior
Personnel Administration
Principles of Management
Quality and Reliability Assurance
Research and Development Management
Strategic Management
Survey of Program Operations

Purchasing
  Basic Purchasing

Quantitative Methods
  Business Statistics
  Computer Science
  Decision Risk Analysis
  Operations Research
  Probability Statistics
  Quantitative Analysis
  Statistics

Appendix M DAWIA Enhancing Degrees

Business and scientific fields of study enhance the capabilities of acquisition professionals. The table below identifies common fields of study and topics that are considered as DAWIA enhancing degrees. The table is not intended to be all-inclusive.

Field of Study	Includes But Not Limited To:	
Business Business Administration Business Management	Accounting Finance Economics Business Law	Marketing Communications Contracting Data Processing
Management	Industrial Management Supply Chain Management Environmental & Health Human Resource Management	Systems (Program) Management Public Administration Water Resource Management Transportation
Engineering	Civil Industrial Chemical Computer Electrical Community Planning Bioengineering Aerospace	Architectural Aeronautical Astronautically Agricultural Mechanical Geophysical Systems Design
Physical Sciences	Chemistry Physics Geology Nuclear Physics	Biology Psychology Oceanography
Computer Sciences	Management Information Systems	Data Processing
Mathematics	Statistics Quantitative Analysis	Operations Research

Appendix N Creditable CL Activities & Points

CREDITABLE ACTIVITIES	POINT CREDIT
Training Activities Courses/Modules	
DAU Courses/Modules	10 per CEU (see DAU catalog) or
• Awareness Briefing/Training — no testing or assessment associated	1/2 point per hour of instruction
• Continuous Learning Modules — testing or assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
Educational Activities	
Quarter Hour	10 per Quarter Hour
Semester Hour	15 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Experience	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments*	Maximum of 40 points per year
Training With Industry*	Maximum of 40 points per year
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per years
Mentor	Maximum of 5 points per year

* CLPs for each month of creditable activity up to a maximum of 40 points per year

CREDITABLE ACTIVITIES	POINT CREDIT
Professional Activities	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	1/2 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points